



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Health Information Systems Coordinator

Location: Lac Courte Oreilles Community Health Center

Hours: Monday-Friday 8:00am – 4:30pm

Salary Range: \$15.00-\$25.00 per hour depending on qualifications & experience

Posting Date: January 8, 2016

Closing Date: Open until filled

Description of Position: The Lac Courte Oreilles Community Health Center Health Information Systems Coordinator is to maintain the information technology aspect of the Electronic Health Record as well as data for reporting purposes. The Health Information Systems Coordinator is involved with communication between the Health Center and the Bemidji Area Office, as well as any other outside contractors or vendors, relating to IT/phone system issues and/or updates.

Qualifications:

- 2 year professional degree in Health Care Information Technology strongly preferred
- 3 years of experience in Health Care networks required
- Experience in Resource and Patient Management System (RPMS) Highly preferred
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA/HITECH regulations
- HIPAA Certification preferred
- Possess exceptional computer skills
- Possess exceptional communication skills
- Must have strong independent skills
- Must possess strong problem-solving skills
- Ability to work with other IT professionals, healthcare providers and support staff
- Must be dependable, punctual, relate well with others and able to meet deadlines

- Valid WI Driver's License
- Valid vehicle insurance
- Must be able to pass background check
- Must pass drug testing upon employment and random testing during the course of employment.

Major Duties and Responsibilities:

- Maintain RPMS and administer computer network and telephone system including its applications, computer hardware, system software, applications software and configurations.
- Answer user inquiries regarding computer software or hardware operation to resolve technical issues.
- Associate the implementation of RPMS updates and patches.
- Set up equipment for employee use, performing or ensuring proper functionality of operating systems and approved software.
- Install and perform minor repairs to hardware, software, or peripheral equipment, following proper policies and procedures.
- Maintain records in help desk ticketing system to reflect daily work.
- Keep up with evolving technology.
- Escalate major hardware or software problems to appropriate personnel.
- Develop training materials and procedures for users.
- Confer with management to recommend new systems or modifications.
- Report and analyze data as requested for purposes to improve overall operations of the Health Center.
- Assist in the planning and implementing of network security measures to protect data.
- Train and educate users on proper system use, to ensure system security.
- Periodically reviews site parameters and local table maintenance within RPMS packages for accuracy and completeness.
- Maintains network user files and network inventory lists.
- Collect data for Continuous Quality Improvement and Accreditation purposes.
- Reporting of Adverse Incidents.
- Perform other duties as assigned by the IT Director.

Supervision and Guidance:

The Health Information Systems Coordinator will work under the direct supervision of the IT Director.

***Applicants for employment with the Health Center must submit with the application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.